

How to Set up a New Gmail Account

Grace A. Dow Memorial Library
www.midland-mi.org/gracedowlibrary

How to Create a New Gmail Account

<http://mail.google.com>

✓ Gmail: Email from Google



New to Gmail?

CREATE AN ACCOUNT

Gmail

A Google approach to email.

Gmail is built on the idea that email can be more intuitive, efficient, and useful. And maybe even fun. After all, Gmail has:



Lots of space

Over 7697.798475 megabytes (and counting) of free storage.



Less spam

Keep unwanted messages out of your inbox.



Mobile access

Get Gmail on your mobile phone. [Learn more](#)

[About Gmail](#)

[New features!](#)

[Switch to Gmail](#)

[Create an account](#)



Take Gmail to work with Google Apps for Business

Love Gmail, but looking for a custom email address for your company?

Get business email, calendar, and online docs [@your_company.com](#). [Learn more](#)

Sign in

Google

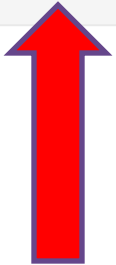
Username

Password

Sign in

☐ Stay signed in

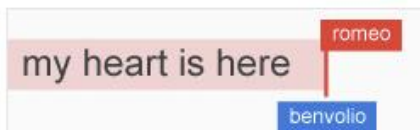
[Can't access your account?](#)



Create a new Google Account

Fill out entire form:

1. Name – use your real name



Take it all with you.

A Google Account lets you access all your stuff — Gmail, photos and more — from any device. Search by taking pictures, or by voice. Get free turn-by-turn navigation, upload your pictures automatically, and soon even buy things with your phone using Google Wallet.

Share a little. Or share a lot.

Share selectively with friends, family (maybe even your boss) on Google+. Start a video Hangout with friends, text a group all at once, or just follow posts from people who fascinate you. Your call.

Work in the future.

Get a jump on the next era of doing, well, everything. Watch as colleagues or partners drop in a photo, update a spreadsheet, or improve a paragraph, in real-time, from 1,000 miles away. Google Docs is free with a Google Account.

It's just Gmail.
Organize, discover and create.
YouTube. View your search
backed up all the time and

2

3

Name

First

Last

Choose your username

@gmail.com

Create a password

Confirm your password

Birthday

Month

Day

Year

Gender

I am...

Mobile phone

US

Other email address

Prove you're not a robot

him

meibots912

Type the two pieces of text:

↺

↻

?

Location

United States

☐

I agree to the Google [Terms of Service](#) and [Privacy Policy](#)

☒

Google may use my account information to personalize +1s on content and ads on non-Google websites. [About personalization.](#)

Next step

2. Choose your username: google will tell you if your username is already in use. You can use the suggested username or try something else.

Password strength: Fair

Use at least 8 characters. Don't use a password from another site, or something too obvious like your pet's name. [Why?](#)

3. Choose your password: Google will indicate the strength of your password. Your password is entirely your decision.

4. Type your password again. If they do not match, you must go back to step 3.

Name

Jane

Smith

Choose your username

jsmith

@gmail.com

Someone already has that username. Try another?

Available: [js03963](#)

Create a password

••••••••

Confirm your password

Birthday

Month



Day

Year

Gender

I am...



Mobile phone

it all with you.

le Account lets you access all your stuff
device.
et free
ures
s with

5. Birthday & Gender are required. Your birthdate will not be shown to others.

e a little. Or share a lot.
Your phone number helps us with things like keeping your account secure. For example, we can send you a text message to help you access your account if you ever forget your password.
selected our friends to help make our...
ut with friends, text a group all at once,
follow posts from people who fascinate
ur call.

6. Mobile phone & other email address are helpful if you forget your password. They are not required.

ing. Watch as colleagues or partners
a photo, update a spreadsheet, or
e a paragraph, in real-time, from 1,000
away. Google Docs is free with a Google
it.

.....


Birthday

May 1 1932

Gender


Male

Mobile phone




 |

Other email address

Prove you're not a robot

him 

Type the two pieces of text:

Location

United States

☐ I agree to the Google [Terms of Service](#) and [Privacy Policy](#)

Prove you're not a robot

seen

amoral

Type the two pieces of text:

☐ I agree to the Google [Terms of Service](#) and [Privacy Policy](#)

☒ Google may use my account information to personalize +1s on content and ads on non-Google websites. [About personalization.](#)

7. Type the two words your see.
If you cannot figure one out, you
can request a new challenge.

8. Click the box in front of "I
agree to the Google Terms
of Service & Privacy Policy".

9. To turn off personalization
(recommended), click on the
box to remove the check.

Mobile phone



Other email address

Prove you're not a robot

amessSu

CORAL,

Type the two pieces of text:

amessSu Coral



Location

United States

☒ I agree to the Google [Terms of Service](#) and [Privacy Policy](#)

☐ Google may use my account information to personalize +1s on content and ads on non-Google websites. [About personalization.](#)

Next step

[Learn more](#) about why we ask for this information.

Create your profile

1

2

3

Your profile

Now that you have a Google Account, create your Google profile. It's how you represent yourself publicly on the web, and helps friends and family find each other easily. Your profile also lets you publicly "+1" things you love on the web, so you and your friends benefit from each other's impeccable taste – in search results, on sites across the web, even on ads. Your profile is public, and can include as little as your name, or as much as you feel like adding – it's up to you. [About profiles.](#)

About Google+

Google+ is more than just another site to visit. It's a new way to communicate across all of Google. Whether you're using Maps, Gmail, YouTube, Search, or any other Google product, Google+ makes it easy to share the right things with the right people. [About Google+.](#)

How you'll appear



Jane Smith

Your public profile will help your friends recognize you.

[ADD PROFILE PHOTO](#)

[Next step](#)

You can do this now, later, or not at all. Google+ is a social network.

Google Accounts

+Jane Search Images Maps Play ^{NEW} YouTube News Gmail More ▾

Jane Smith 3 Share... [Profile Icon] [Settings Icon]

Google

You can find these controls up here in Google products.

You're all set

1 2 3

Welcome Jane!

Now you're ready to search, create, and share across lots of Google products. Check out your new account in the upper right (click your photo to edit your profile, access Google+, review account settings, and view or adjust settings for web history). We've also sent you an email to show you how to get even more out of Google.

Your new email address is **janieqsmith@gmail.com**.

Thanks for creating an account. Have fun!

[Continue to Gmail](#)

IF you have any questions, please ask at the reference desk. Or call us at 837-3449

FYI

- If you take too long filling in the online form, it will time out. Then you would have to re-enter at least some of the information.
- Anything in **RED** means you need to take care of that problem.
- To read Google's privacy policy, go to the bottom of the form and click on the link. You should do this before you start.
- You also want to read "About Personalization". It tells you how to allow or not allow different features.

Questions? Ask at the Reference Desk.

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Reference Desk: 837-3449

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